



Michael R. Pence, Governor  
State of Indiana

*Indiana Bureau of Developmental Disabilities Services*

# **BDDS Procedure**

## **Procedure: Budget Modification Request (BMR)**

EXECUTIVE POLICY #: 2015-001-DDRS

Effective Date: **April 1, 2015**

### **Revision History**

### **Purpose:**

The purpose of this procedure is to provide an explanation of the process for an individual on the Community Integration and Habilitation (CIH) Waiver receiving Residential Habilitation and Support services, level 1 (RH10) and/or Residential Habilitation and Support services, level 2 (RH20) to obtain additional funds for a short-term when the individual experiences an unanticipated event that requires a higher budget to meet his or her needs.

### **Areas of Responsibility (SCOPE):**

#### **Individualized Support Team**

The Individual Support Team (IST) is responsible for:

1. Recognizing unanticipated events that it believes increase the needs of an individual;
2. Notifying the waiver case manager when it identifies an increased need for an individual and requesting that the waiver case manager submit a Budget Modification Request (BMR);
3. Working together to address the individual's needs;
4. Developing a long term written plan within the individual's resources; and
5. Submitting an individual's long-term written plan and objective with all BMRs.

#### **Personal Allocation Review (PAR) Unit**

The PAR unit is responsible for reviewing the BMR and making a determination based on the information received from the waiver case manager.

## Bureau of Developmental and Disabilities Services (BDDS)

The BDDS is responsible for:

1. Reviewing the BMR within seven (7) business days of submission resulting in either an approval or request for additional information; if approved
2. Issuing a Cost Comparison Budget (CCB) with the approved service hours based on the PAR unit determination. The new CCB will generate a Notice of Action (NOA) that is distributed to the participant, through the waiver case manager, with appeal rights.

## Waiver Case Manager

The waiver case manager is responsible for:

1. Completing the BMR and attaching all required documentation into the BDDS electronic case management system; and
2. Responding to all requests for additional information from the PAR unit.

## Procedure:

1. If the IST identifies one or more of the unanticipated events listed below that it believes increases the short-term needs of the individual, it shall contact an individual's waiver case manager to request a BMR:
  - a. Loss of a housemate due to:
    - i. death;
    - ii. extended hospitalization of fourteen (14) or more days;
    - iii. nursing facility respite stay of fourteen (14) or more days;
    - iv. incarceration of fourteen (14) or more days;
    - v. substantiated abuse, neglect, or exploitation;
    - vi. needed intervention for behavioral needs;
    - vii. needed intervention for health or medical needs; or
    - viii. inability to share staffing
  - b. Loss of employment.
  - c. State substantiated abuse, neglect, or exploitation.
  - d. Behavioral needs requiring intervention.
  - e. Extraordinary Health or medical needs requiring intervention.
2. Upon receipt of a request from the IST, a waiver case manager shall complete a BMR and attach all required documentation in the BDDS' case management system.
  - a. For BMRs resulting from needed intervention for behavior needs, documentation shall include:
    - i. Documentation of behavior data for past thirty (30) to ninety (90) days;
    - ii. Documentation regarding changes to the individual's behavior plan that have already occurred, staff trainings or other interventions that have occurred prior to the submission of the BMR; and
    - iii. If the IST anticipates that the behaviors will last longer than ninety (90) days, the waiver case manager should complete a Budget Review Questionnaire (BRQ) instead of the BMR.

- b. For BMRs resulting from a loss of a housemate the IST shall provide documentation that includes:
    - i. A schedule identifying when each service is being used, including non-Residential Habilitation and Support services (RHS) activities; and
    - ii. A plan with strategies that IST will use to find a new housemate.
  - c. The documentation must demonstrate the alternative support options the IST considered before making the submission. Below is a non-exhaustive list of potential alternative supports options:
    - i. Shared staffing with housemates;
    - ii. Electronic Monitoring Service;
    - iii. Medicaid Prior Authorization Services; and
    - iv. Family and Community Supports.
- 3. The PAR unit shall review the BMR and required documentation and either:
  - a. Approve the BMR and determine the amount of the budget increase. The increased budget shall not exceed ninety (90) days;
  - b. Deny the BMR;
  - c. Request the waiver case manager to submit additional information or documentation; or
  - d. Deny the BMR if the waiver case manager fails to respond to the request for additional information of documentation.
- 4. BDDS must respond to a BMR within seven (7) business days of submission with either an approval or request for additional information. BDDS shall issue a CCB with the approved service based on the PAR unit's determination.
- 5. An individual who is dissatisfied with the PAR unit's determination may appeal the determination within thirty-three (33) days of the date of the NOA.
- 6. The waiver case manager may submit an additional BMR with supporting documentation and ongoing status reports, on a month-to-month basis, not to exceed a period of one-hundred-eighty (180) days from the initial unanticipated event if a short-term budget is required after ninety 90 days.

### **Definitions**

- 1. "Budget Modification Request" (BMR) means a temporary request for funds in addition to the approved OBA determination for an individual receiving services through the Community Integration and Habilitation (CIH) Waiver who experienced an unanticipated event.
- 2. "Bureau of Developmental Disabilities Services" (BDDS) means the Bureau of Developmental Disabilities Services as created under I.C. 12-11.1-1.
- 3. "Individual" means a person with a developmental disability who has been determined eligible for waiver services by BDDS. If the term is used in the context indicating that the individual is to:
  - (a) receive information; or
  - (b) provide agreement to some activity;
 the term also includes the individual's legal representative.

4. "Individualized Support Team" (IST) means a team of persons, including the following:
  - (a) An individual.
  - (b) The individual's representative, if applicable.
  - (c) The individual's providers.
  - (d) The individual's case manager, if indicated.
  - (e) A BDDS representative.
  - (f) Other persons identified by the individual or the individual's legal representative, if applicable, who assist the individual in the development and implementation of the individual's ISP.
5. "Notice of Action" (NOA) means the document that outlines the approved service hours an individual may receive from providers.
6. "Objective Based Allocation" (OBA) means the method used by the State to determine an individual's budget based on the level of supports an individual needs in order to live in a community setting.
7. "PAR unit" means the group of individuals knowledgeable in the field of physical and intellectual disabilities who review all submitted pertinent information about an individual's life.
8. "Residential Habilitation and Support services" (RHS) means residential habilitation and support services administrated by Division of Disability and Rehabilitative Services (DDRS) through the home and community based services waiver approved by the Centers for Medicare and Medicaid Services under Section 1915(c) of the Social Security Act.

### References

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